

Quick Start Tablet Guidelines

***Note: For Additional Support Material, visit my.vch.ca and search “Virtual Health”**

CLEANING THE TABLET

Cleaning of the tablet is recommended:

- Prior to be taken into client/patient environment
- After direct contact with client/patient environment
- If tablet is visibly soiled
- Minimum daily cleaning and disinfection

DO	DO NOT
<ul style="list-style-type: none"> - Use facility approved cleaner or disinfectant - Wear gloves prior to cleaning and disinfection if indicated - Use soft, non-abrasive lint free wipe - Clean tablet prior to disinfection - Allow surface to dry prior to use 	<ul style="list-style-type: none"> - Use cloth saturated with liquid or wipes with excess moisture - Spray or pour disinfectant directly onto tablet - Get moisture into opening in between tablet and hard case cover

LOGGING INTO ZOOM



The Zoom app should already be logged in with the tablet’s unique Zoom account and ready for use.

If the tablet’s Zoom account is logged off for some reason, log back in by pushing Sign-In:

- Email Address: use the email address associated with the label on the tablet
- Password: [ADD Zoom password or explain Zoom password convention]

Zoom Resources:

VCH Website (www.vch.ca | search ‘virtual health’ and click the Zoom meetings icon) **VCH**

Intranet Site (my.vch.ca | search ‘virtual health’)

Zoom Website (www.zoom.us | click the ‘resources’ dropdown)

TIPS

- Charging – reminder to keep the tablet charged where possible
- Clearing FaceTime history & Zoom chat history
- Create a sign-in/out sheet for tracking

SCHEDULING VIRTUAL VISITS

Continue to use your current scheduling process for virtual visits, whether it is Outlook, Google Calendar, or paper-based processes.

*See the Zoom manual for details on scheduling Zoom meetings

Important:

- Ensure all parties involved have access to the necessary hardware to run the virtual software (e.g. if Facetime, ensure everyone has an IOS device (iPhone, iPad, Apple Laptop/Desktop). If Zoom, the only requirement as an attendee is to have internet connectivity.
- Your unit should consider having a sign in/out sheet for keeping track of devices and to avoid double booking virtual visits

*It is up to the staff and management on the unit to determine which appointments take priority (i.e. clinical visits versus family visits)

FOR MORE INFORMATION

- For questions related to Zoom license or education, please email VirtualHealth@vch.ca
- For technical issues related to hardware and software, please call the service desk **(604) 875-4334** *dial 3